

RECOMMENDED PROTOCOL FOR TRAINING RETAIL SALES EMPLOYEES*

*Pursuant to the Methamphetamine Manufacturing Chemical
Retail Sale Control Act (P.A. 93-1008, 720 ILCS 647)*

1. **Basic Requirement.** The Methamphetamine Manufacturing Chemical Retail Sale Control Act (“the Act”) requires that store managers train retail sales employees about their responsibilities under the Act. A manager may comply with this obligation by conveying to each sales employee the information below and then having each sales employee sign a training certification form.

(A copy of certification form is available from the office of the Illinois Attorney General at the internet address provided below.)
2. **Introduction to Law.** The manager must tell the employee that in Illinois there are laws governing the sale of certain over-the-counter medications that contain a chemical called ephedrine or a second chemical called pseudoephedrine. The manager must tell the sales employee that medications that are subject to these laws are called "targeted medications" and they are sold in "targeted packages.”

It is recommended, but not required, that the manager provide specific examples of “targeted packages” to the employee by showing actual targeted packages or pictures of targeted packages to the employee, or by listing specific brand and product names.
3. **Methamphetamine Manufacture.** The manager must tell the sales employee that "targeted medications" can be used to manufacture the illegal and dangerous drug methamphetamine, and that methamphetamine is causing great harm to individuals, families, communities, the economy, and the environment throughout Illinois.
4. **Two-Package Limit.** The manager must tell the sales employee that under Illinois law, the store where the employee works is not allowed to sell more than 2 "targeted packages" in a single retail transaction, meaning that the store cannot sell more than 2 "targeted packages" to a single customer at one time.
5. **Self-Service Checkout Lanes.** If the sales employee works at a retail location that uses self-service checkout lanes and allows customers to purchase targeted packages at self-service checkout lanes, then the manager must describe to the employee the specific procedures used at that location to comply with the section of the Act concerning the sale of targeted packages by means of self-service check-out lanes (720 ILCS 647/15(d)).

If the sales employee works at a retail location that uses self-service checkout lanes but does not allow customers to purchase targeted packages at the self-service checkout lanes, then the manager must tell the employee that customers may not purchase targeted packages at the self-service checkout lanes.

If the sales employee works at a retail location that does not use self-service checkout lanes at all, then the manager must tell the employee that the Act restricts the sale of targeted packages at self-service checkout lanes but these restrictions are not important to the employee because the retail location does not use self-service checkout lanes.

6. **Prohibited Activity.** The manager must tell the employee that it is unlawful for the employee to sell or give “targeted medications” to a person if the employee knows that the person is going to use the targeted medications to make methamphetamine.
7. **Methamphetamine Ingredients.** The manager must tell the employee that there are a number of ingredients used to make the illegal drug methamphetamine, including "targeted medications" sold in "targeted packages". The manager must show the employee a list of these various ingredients and ensure that the employee reviews the list. It is recommended, but not required, that the manager and the employee read through the list together and identify the ingredients that are sold at their retail location.
(A copy of the list of ingredients is available from the office of the Illinois Attorney General at the internet address provided below.)
8. **Special Procedures.** The manager should describe the procedures that the employee should follow if the employee suspects that a store customer is purchasing "targeted medications" or other products for the purpose of manufacturing methamphetamine. It is recommended, but not required, that the manager consult with local law enforcement authorities to determine the best procedures to follow under these circumstances.
9. **Training Certification Form.** The manager must have each employee read, sign, and date a training certification form, which must be retained by the retailer.
(A copy of certification form is available from the office of the Illinois Attorney General at the internet address provided below.)

** Illinois Attorney General Lisa Madigan provides this information to retail distributors and other interested parties pursuant to the Methamphetamine Manufacturing Chemical Retail Sale Control Act (P.A. 93-1008, 720 ILCS 647). For more information, please visit:*

www.IllinoisAttorneyGeneral.gov/methnet.

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